

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

January 18, 2007

5 Page Document

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| TITLE: | Program Specialist |
| POSITION NO: | 00720 |
| LOCATION: | Public Health & Safety Division, Helena |
| STATUS: | Part-Time /Permanent |
| UNION: | MPEA |
| PAY GRADE: | 16 |
| STARTING SALARY: | \$17.64 - \$21.51 Hourly. Depending on qualifications and internal equity. |
| SUPPLEMENT: | Yes |

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, February 16, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: This position works 30 hours per week. Also, a resume is required at time of application.

TYPICAL DUTIES: This position provides professional direction, consultation and evaluation of financial management and service delivery issues regarding reproductive and preventive health services in Title X Family Planning programs in Montana. This position consults with and provides technical assistance to a wide range of health professionals in a variety of organizations (county health departments, Planned Parenthoods, private non-profit agencies). The position participates in planning, coordinating, monitoring, and evaluating Title X Family Planning Programs in accordance with the federal Title X regulations.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of concepts, principles, theories and practices of public health; problem solving and decision making; theory and practices of financial management, grant planning and fiscal planning and accountability; budget development methods and techniques; and statistical analyses and evaluation.

Skills: Skill in communication, both verbally and in writing; listening, negotiation and public relations to represent the program in communicating complex, critical or controversial issues to contractors, medical providers, and other Department staff; contract implementation; group facilitation to create and develop policies, goals and objectives for short and long term planning; and in the use of personal computers including word processing, spreadsheet and e-mail applications.

Abilities: Ability to interpret federal regulations and apply to state policy development and activities; plan, organize, implement and evaluate administrative and fiscal management activities; self-initiate, work independently and establish priorities with minimal supervision; establish and maintain effective working relationships with local family planning staff, state and federal agencies, county officials and the general public.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Public Administration, Business Administration or health related field **AND** four years progressively responsible experience **OR** Master's degree in Public Administration, Business Administration or health related field **AND** two years progressively responsible experience. Equivalent combinations of education and experience may be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604;**
4. A resume is due at time of application; and
5. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Program Specialist

Position: #00720

Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe in detail your experience providing technical assistance and consultation to statewide programs, local agencies or other local programs. Describe how your assistance benefited the needs of the local program(s). Give examples.
2. Describe in detail your experience monitoring statewide programs, local agencies or other local programs for compliance with federal regulations. Describe your process for addressing deficiencies identified. Give examples.
3. Describe your education and experience related to reproductive health care.